



## Crafting the Annual *Report to the Parents*

### ***What is the Report to the Parents?***

South Carolina statute (Act 135 of 1993) requires each of the state's School Improvement Councils to publish and distribute a *Report to the Parents* by April 30<sup>th</sup> of each year highlighting the progress the school is making in achieving the goals and objectives of the school's strategic plan. This report is unique to each school and is developed by the SIC to share the challenges and successes of the school, students, parents, and teachers for the current school year.

### ***What information should be in the Report?***

#### General Information

- Name of the *Report*, school name and the year being reported
- School address, phone number, email/web address, school mission statement
- Principal's name and/or names of the school administrative team
- Names and contact information of SIC members, indicating parents, teachers, students, community or ex-officio members
- Purpose of the *Report*

#### Content

- Goals clearly stated with highlights of progress achieved
- For schools rated as "At Risk," revisions to goals **MUST** be included
- Challenges or special conditions of the school (such as changes in student population) or other factors (reference *S.C. School Report Card*) being addressed by the school
- Test results beyond those reported on the *School Report Card*, such as MAT, CSAB, SAT, ACT, or other district required test
- Ratings from the *School Report Card* plus comments related to goals

### Special Information

- Programs unique to the school (Language, Single-Gender, Arts, etc.)
- Recognitions/awards earned by students, teachers, parents, and the school
- Southern Association of Colleges and Schools (SACS) accreditation plan, participation in any state or national events

### ***How can SICs make the Report into a publication they are proud to distribute?***

#### Consider the reading level and interest of the audience.

- Use bullet statements or highlight points
- Limit prose to brief, concise statements
- Avoid the use of education jargon (have several parents review the *Report* for understanding)

#### Create an attractive, easy-to-read brochure and cost-effective *Report*.

- Use an 8.5 x 11 paper commonly found at school
- Select a colored paper or ink (paying attention to contrast and readability)
- Fold the paper in half or in thirds to create a brochure format
- Choose complimentary fonts and use a variety of type sizes for copy and section headers
- Use graphs or pictures to display test information (but avoid charts)
- Include pictures of students and/or special graphics (school mascot, logo or other related theme)

### ***Who should receive the Report?***

- State law requires that all parents of students in the school receive a copy of the *Report to the Parents* on or before April 30<sup>th</sup> of each year
- Additional copies should be available in the school's front office
- Copies of the *Report* can also be distributed to the greater community (placement in local grocery stores, medical/dental offices, health clinics, public libraries, churches, local Chamber of Commerce, etc.)
- Post an electronic version of the *Report* on the school's website
- Send a copy to the school district's SIC contact
- Schools rated as "At Risk" are required to submit a copy of their finished *Report* to the SC-SIC state office

**For additional info, contact the SC-SIC at 1-800-868-2232, or visit <http://sic.sc.gov>**